



**New Jersey Department of Environmental Protection**  
**NOTICE OF ANTICIPATED VACANCY**  
**Posting Number: MP002-2015**

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**(X) DIVISION/PROGRAM**

**(X) DEPARTMENT**

**(X) STATEWIDE**

**TITLE:** Communication Operator Trainee

**SALARY:** A99 - \$36,158.13

**OPENING DATE:** January 22, 2016

**CLOSING DATE:** February 5, 2016

**EXISTING VACANCIES:** TBD

**WORKWEEK:** 40 (shiftwork)

**PROGRAM/LOCATION:** DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Emergency Management  
Bureau of Communications and Response Services  
1400 Negron Drive  
Hamilton, New Jersey 08691

**DESCRIPTION:** Under direction, in a centralized communication center as trainee and productive work, learns to perform varied types of communications work; does related work.

**REQUIREMENTS:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility is necessary to perform the essential duties of the position.

**PREFERRED SKILL SET:** Use of radio systems, familiar with computer aided dispatch (CAD); ability to type, operate a computer, operate office equipment, read speak and understand English clearly; able to work in a fast paced, high stress environment.

**SPECIAL CONSIDERATION** will be given to candidates who possess the following certifications:

- Basic Telecommunicator (BTC) - certification from the Association of Public Safety Communications Officials (APCO)
- Emergency Telecommunicator (ETC) – certification from the National Academies of Emergency Dispatch (NAED)
- Emergency Communications Officer (ECO) – certification from the National Emergency Communications Institute (NECI).

**NOTE:** Must be available to work any shift including weekends, nights and holidays. Communication Center work hours are 24/7; 40 hour workweek.

**NOTE:** Must undergo a criminal background check in order to be considered for the position.

**RESIDENCY:** Pursuant to N.J.S.A. 52:14-7(L. 2011 Chapter 70), also known as the New Jersey First Act which became effective September 1, 2011, all persons newly hired by the NJDEP on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from within the NJDEP or from another State of New Jersey appointing authority without a break in service greater than 7 days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**AUTHORIZATION TO WORK:** Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. Note: The State of New Jersey does not provide sponsorships for citizenships to the United States.

**NOTE:** Interviews will be afforded based on the cover letter, resume and credentials submitted in response to this notice.

**SCOPE OF ELIGIBILITY:** Open to candidates who meet the above requirements.

**SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS TO:**

Maria Pagan  
Commissioner's Office  
PO Box 402; Mail Code 401-07  
Trenton, NJ 08625-0420  
E-mail Address: EXECUTIVE.resumes@dep.nj.gov  
Fax Number (609) 292-7695

**POSTING AUTHORIZED BY:** Deni Gaskill, Manager  
Division of Human Resources

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**Accommodations will be made for qualified applicants or employees with disabilities**  
**New Jersey Department of Environmental Protection is an Equal Opportunity Employer**